



United States Department of the Interior

FISH AND WILDLIFE SERVICE

5275 Leesburg Pike, MS: IRTM
Falls Church, VA 22041



IN REPLY REFER TO:

FWS-2019-00540

March 20, 2019

Beryl Lipton

Muck Rock

Email Address: 70598-60944669@requests.muckrock.com

Dear Beryl Lipton:

The U.S. Fish and Wildlife Service (FWS) FOIA office received your Freedom of Information Act (FOIA) request, dated March 15, 2019 and assigned it control number FWS-2019-00540. Please cite this number in any future communications with our office regarding your request. You requested the following:

"...materials related to the funding, staffing, and activities of this FOIA office:

****Budget materials****

- - - > > for the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals submitted to this Bureau and its offices.

****Staffing orders/reports/contacts****

- - - > > > for the years 2017 and 2018, staffing reports and plans, including the count of employee numbers and for offices responsible for processing and responses to FOIA requests and appeals submitted to this Bureau and its offices. If this report is available in a form that includes the total number of hours worked for FOIA personnel, that version would be preferred. If reports are available for each month, that version is preferred.

- According to this agency's "About Us" website (<https://www.doi.gov/foia/About-Us>): "The Department has decentralized its FOIA operations among 13 bureaus and offices, each of which has a Bureau/Office FOIA Officer leading its separately managed and resourced FOIA Program. Secretarial Order 3244 (November 12, 2002) anchored Bureau/Office FOIA Offices within their respective CIOs' Offices. That order was superseded by Secretarial Order 3309 (December 14, 2010), which replaced Bureau/Office CIOs with Assistant Directors for Information Resources and initiated a series of significant ongoing organizational changes as part of the Department's IT Transformation.

Bureau/office FOIA Officers are responsible for tracking, managing and responding to FOIA requests for records in their organization's possession and control, and administering their organization's FOIA programs. In addition to Bureau/Office FOIA Officers, some bureaus/offices also have Regional FOIA Coordinators and Field Offices that process requests. Some bureaus/offices have their program offices (i.e., the offices whose records are the subject of the requests) prepare the responses to FOIA requests. These responses are reviewed by the FOIA Officer or Regional FOIA Coordinator and the appropriate FOIA attorney (when the decision is to withhold information, make a discretionary release, or deny a fee waiver)."

- - - > > > all staffing reports and plans for the year 2019

- If reports are available for each month, such a version is preferred.

- - - > > > contact information, including email addresses and phone numbers (if available), for each FOIA officer currently tasked with an open public records request

****FOIA requester categories****

- - - > > > for the years 2017 and 2018, the designated category of each requester of a FOIA request to this office, including those assigned to the following categories:

** commercial;*

** educational and noncommercial scientific institutions;*

** representative of news media requester;*

** all other requesters*

- If this information is kept in an aggregate form including the number of requesters by fee category by year, a copy of this report will suffice to fulfill this element of the request.

****FOIA fee waivers****

- - - > > > for the years 2017 and 2018, the number of fee waivers granted by this office and, if available, the tracking numbers for the FOIA requests to which waivers were granted

****FOIA fee collection****

- - - > > > for the years 2017 and 2018, any report capturing the following information:

** total estimated processing and copy fees quoted to FOIA requesters*

** total processing and copy fees collected by this Bureau from each fee category*

If this information is kept in an aggregate form, such as a FOIA log, that material would be sufficient to satisfy the bullet points "FOIA requester categories" and "FOIA fee collection" if it captures the following information:

- * FOIA tracking number
- * requester fee category
- * amount processing and copy fees associated with the request
- * the status of the requester's payment for the request

*****FOIA Policy Staff audit reports or summaries*****

- - - > > > for the years 2017 and 2018, any and all reports of self-assessments conducted by FOIA Policy Staff
- According to the U.S. Department of the Interior 2018 Chief FOIA Officer Report, "Department FOIA Policy Staff regularly conduct self-assessments of the Department's FOIA program, by reviewing Annual Report data, conducting audits of each bureau at least bi-annually, and reviewing and updating processing procedures, including its FOIA regulations."

We have classified you as a representative of the news media. As such, we may charge you for some of our duplication costs, but we will not charge you for our search or review costs; you also are entitled to up to 100 pages of photocopies (or an equivalent volume) for free. See [43 C.F.R. § 2.39](#). If, after taking into consideration your fee category entitlements, our processing costs are less than \$50.00, we will not bill you because the cost of collection would be greater than the fee collected. See [43 C.F.R. § 2.37\(g\)](#)

We use Multitrack Processing to process FOIA requests. The Simple track is for requests that can be processed in one to five workdays. The Normal track is for requests that can be processed in six to twenty workdays. The Complex track is for requests that can be processed in twenty-one to sixty workdays. The Exceptional/Voluminous track is for requests requiring more than sixty workdays for processing. The Expedited track is for requests that have been granted expedited processing. Within each track, requests are usually processed on a first-in, first-out basis. Your request falls into the Complex processing track.

If you have any questions, you may contact Pam Mozina by phone at (703) 358-2698 or by email at pamela_mozina@fws.gov.

Sincerely,

For Carrie Hyde-Michaels
FWS FOIA Officer